

OCA FILE

RECPT #

Record

OCA 86-2218
7 July 1986

MEMORANDUM FOR: All OCA Employees
FROM: Dave Gries
SUBJECT: Hearing Preparation

STAT

Effective immediately, OCA officers responsible for monitoring a hearing/briefing on the Hill shall obtain in advance from [] a listing of those staff members who have appropriate clearances. This is in addition to the Reporter list.

STAT

A sign-in sheet provided by the OCA officer in charge is also now required for each hearing/briefing. Please insert the completed sign-in sheet in the permanent hearing/briefing file.

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